

Approved For Release 2003/05/14 : CIA-RDP79-01578A000200110003-4

UNITED STATES GOVERNMENT

# Memorandum

**ADMINISTRATIVE  
INTERNAL USE ONLY**

TO : Deputy Director of Communications

OCE-M76-503

DATE: 29 NOV 1976

STAT FROM :   
Chief, Communications Engineering

SUBJECT: OC ADP Management and Operations  
Applications

REF : OC M76-683, dated 2 November 1976

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1. OC-E has only one operational program at this time which requires precedence categorization. The program is  and it is used to manage Staff equipment utilization. It is essential to the day-to-day and long-term operations support and should be categorized as essential to OC's mission.

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2. The Office of Data Processing has been asked to conduct a feasibility study of the automation of the  inventory management. In anticipation of a favorable outcome of the study leading to the implementation of an inventory accounting system, it is requested that a categorization of essential also be assigned to this program.

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3. In addition to the formal programs above, OC-E uses the  capability to perform various ADP tasks. It is suggested that the  capability itself be categorized as essential and our uses of it be categorized as useful and important.

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